



# *Policies & Procedures*

## Governor's Office of Highway Safety

**SUBJECT: Seat Belt Usage**

**REVISED: 1/2012**

**POLICY #: 4.5**

### **POLICY**

This policy is to ensure that the Governor's Office of Highway Safety (GOHS) is in compliance with Georgia law and meet the requirements of NHTSA Cooperative Agreement # DTNH22-99-H-05132.

GOHS staff members are required to wear seat belts at all times while riding in a passenger motor vehicle and in compliance with Georgia law. All staff, whether operating a State of Georgia vehicle or privately owned vehicle, should use appropriate safety devices and restraint systems provided by the vehicle manufacturer. Restraint and safety devices shall be used in accordance with their intended use and design. It shall be the responsibility of the operator of the motor vehicle to make every reasonable effort to ensure that all passengers in the vehicle are properly restrained. Any staff person who discovers a defective or inoperable restraint system or safety device on a state vehicle will immediately bring the matter to the attention of their supervisor or appropriate person. Supervisors will insure that needed repairs are made to restraint or safety devices as soon as possible and that no one attempts to use the inoperable safety device until the needed repairs have been made.